

# ANNOUNCEMENT OF CLG FUNDS AVAILABLE

## APPLICATION GUIDELINES

FFY 2006

March 2006 – February 2007

The State Historical Society of North Dakota (SHSND) has been awarded \$544,313 in Historic Preservation Fund (HPF) monies for Federal Fiscal Year (FFY) 2006. A minimum of 10% of the HPF funds will be dedicated to Certified Local Governments and available through a competitive grant award to the 7 CLGs in North Dakota. .

### APPLICATION PROCESS

To apply for a portion of this funding, CLGs must submit five complete copies of the application to the State Historical Society of North Dakota by February 15, 2006.

This application must contain the following items:

1. Completed Application Form (Attachment 2). A signed form is preferred but the CLG may submit an unsigned form with the application and wait to submit a signed form after the total amount of the grant has been finalized.
2. A comprehensive budget for the entire grant year (March 1, 2006 – February 28, 2007) which includes the combined expenses and match for all projects.
3. A proposal for each project which includes the following:
  - a. A comprehensive narrative dealing with the need, purpose, and intent of the project and the proposed uses for the funds (what the CLG plans to do with the money and why)
  - b. A list of products which will result from the project, (contexts, nominations, survey reports, brochures, historic preservation plans, public education activities, etc.)
  - c. A time line with dates for submission of products and completion of goals
  - d. A detailed budget, showing line item expenses, methods used to arrive at the figures, and match amounts and their sources
4. A list of all current Historic Preservation Commission members, including the Coordinator (if applicable). The list must include each members' address, phone number, email address, position on the commission, and the rate that is used to evaluate their donated time.
5. A list of current city or county commissioners for the CLG and their contact

information; include the chief elected officer of the local government

6. Historic Preservation Commission meeting minutes which show that the Commission has approved the projects for which funding is being requested and has approved the submittal of the grant application.
7. The signed "assurance--non-construction" form (Attachment 8)
8. The signed "nondebarment/anti-lobbying/drug-free workplace assurance" form (Attachment 9)

The forms required for items 1, 7, and 8, are attached. The forms must be signed by the chief elected officer of the county or city (i.e. president, mayor, chairman).

The application will be for funds to be spent between March 1, 2006 – February 28, 2007.

### PROJECT INSTRUCTIONS

Each project must have a separate narrative, budget, time line and products list. General CLG administration, as well as each survey, nomination, or development project are considered separate projects. For example, if a CLG is planning to ask for funds for administering the CLG, for doing a survey, for writing a national register nomination, and for printing a brochure; that CLG would submit a separate narrative, budget, product list and time line for each of those four projects. (See the sample application.)

Each CLG must apply for an “administrative budget.” This should be project #1. The administration project must be a complete project with narrative and budget.

When the contract is written, it will be for one grant amount (the total of all the projects).

### BUDGET INFORMATION

All figures should be rounded to the nearest dollar.  
Miscellaneous categories are not eligible.

Allowable travel costs cannot exceed the rates established by the State of North Dakota:

1. The rate for mileage cannot exceed 37.5 cents per mile in North Dakota; \$.18 a mile out of North Dakota.
2. The rate for meals can not exceed \$25.00 per day per person in North Dakota; federal rates apply outside of North Dakota. (Federal rates vary for each city.)
3. The rate paid for lodging cannot exceed \$50.00 plus tax per night per person; federal fiscal restrictions apply for lodging outside of North Dakota. (Federal rates vary for each city.)

If you need out-of-state rates for travel, please contact Jean Erickson at 701-328-2672.

## MATCH

All requested funds must be matched by local funding or in-kind donations. The minimum match amount is 40%.

Each project does not have to have 40% match but the cumulative match for the total grant must be 40%. The cumulative match must equal the total match on the application form.

### INSTRUCTIONS FOR CALCULATING MATCH

The minimum required match is 40% of the project total. The project total is the amount of the requested federal funds added to the amount of match provided. It is not 40% of the federal amount. If you have an amount of federal funds to request and wish to know the minimum amount of match required, divide the federal funds request amount by 0.6, then multiply that result by 0.4.

$$(\text{grant amt}/0.6) \times 0.4 = \text{minimum required match}$$

Example: if you are considering requesting \$3500 in federal funds and need to find the minimum match required, you would do the following calculations:

$$\$3500 \text{ divided by } 0.6 = \$5833;$$

$$\$5833 \times 0.4 = \$2333.$$

So the minimum amount of match you would need is \$2333. To check your answer: add \$2333 and \$3500 to get the project total which is \$5833: \$5833 times 40% = \$2333--the same amount as above.

## PAYMENT

The type of contract that will be written is "reimbursement." CLGs will be required to submit expense receipts, in-kind labor and material forms, and a reimbursement form. SHSND will reimburse the CLG after verifying the expense and match. However, reimbursement requests will not be honored if products are overdue or if the cumulative amount of match submitted is low in comparison to the amount of reimbursement paid.

## DEADLINE

The application must be received in the State Historic Preservation Office by 5:00 p.m. on Wednesday, February 15, 2006.

## CRITERIA

In addition to the ability of an applicant to generate the required matching contribution, all applications will be evaluated with regard to standardized evaluation criteria.

The proposal will be judged by what degree it demonstrates that:

- the applicant understands historic preservation goals and requirements.
- the proposed project is feasible and HPF eligible
- budget amounts are sufficient to accomplish the project as proposed.
- supporting rationale and documentation are adequate to justify budget line items.
- the contract amount is reasonable for the project.
- the planning and scheduling techniques assure quality performance.

- the quality of work done previously by the CLG meets Society's standards.
- the CLG has performed satisfactorily in past years.
- the proposed schedule will meet SHSND needs.
- the proposed project will meet SHSND comprehensive plan goals.

All application reviewers will be given information regarding CLG's performance on previous projects. This information will include any discrepancies between project deadlines and work completion dates, the accuracy of budget projections, and the quality of work performed.

## STANDARDS FOR PROJECTS

Standards for survey, planning, and National Register projects are attached. Any survey project must follow the survey standards; any planning project must follow the planning standards; any nomination for the National Register must follow the National Register standards. If a context or an archeological survey project is going to be proposed, the Society should be contacted for further information.

Send completed applications to:

Amy Munson  
Grants & Contracts Officer  
State Historical Society of North Dakota  
612 East Boulevard  
Bismarck ND 58505

Questions should be directed to Amy at (701)328-3573 or e-mailed to [amunson@state.nd.us](mailto:amunson@state.nd.us).

## ENCLOSURES:

Announcement of CLG Funds Available (Attachment 1)  
Sample CLG Application  
Application Checklist  
Application Form (Attachment 2)  
Assurances – Non-construction Programs (Attachment 8)  
Debarment, etc. (Attachment 9)  
Requirements for National Register, Planning, and Survey Projects  
Manuscript Data Record Form  
Photograph and Slide Identification Form

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This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes she or he has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, Mail Stop 2255 Washington, D.C. 20240

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## APPLICATION CHECKLIST

THE APPLICATION MUST CONTAIN THE FOLLOWING ITEMS:

- ☐ Completed application form (Attachment 2)
  - ☐ Comprehensive budget (Total of all projects)
  - ☐ Proposal for EACH PROJECT, each of which should include the following (see Sample)
    - ☐ narrative
    - ☐ product list
    - ☐ time line
    - ☐ budget
  - ☐ List of all Historic Preservation Commission members and coordinator with required contact information
  - ☐ List of city or county commissioners with required contact information. Name and contact information for chief elected official in the local government (mayor, chairman, etc.)
  - ☐ Meeting minutes showing Commission approval for the proposed projects
  - ☐ Signed & completed attachment 8 (Certifications)
  - ☐ Signed & completed attachment 9 (Assurances)
- ★ Please check totals for each project and for comprehensive budget.
- ★ Stapled copies are preferred over bound submissions. Please do not individually sleeve pages.

FIVE SEPARATE COPIES OF THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED IN  
THE SHSND'S HISTORIC PRESERVATION OFFICE BY

**Wednesday, February 15, 2006**

## SAMPLE COMPREHENSIVE BUDGETS

### Budget by Line Item

|                       | MATCH              | HPF FUNDS          | TOTAL              |
|-----------------------|--------------------|--------------------|--------------------|
| Coordinator's Salary  | \$0.00             | \$3,232.00         | \$3,232.00         |
| Benefits              | \$0.00             | \$7,677.00         | \$7,677.00         |
| Overhead              | \$760.00           | \$160.00           | \$920.00           |
| In-Kind Donated Labor | \$2,884.00         | \$0.00             | \$2,884.00         |
| Contractor            | \$4,000.00         | \$6,000.00         | \$10,000.00        |
| Consultant            | \$250.00           | \$0.00             | \$250.00           |
| HPC Donated Labor     | \$3,485.00         | \$0.00             | \$3,485.00         |
|                       |                    |                    |                    |
| <b>TOTAL</b>          | <b>\$11,379.00</b> | <b>\$17,069.00</b> | <b>\$28,448.00</b> |

### Budget by Project

|                | MATCH              | HPF FUNDS          | TOTAL              |
|----------------|--------------------|--------------------|--------------------|
| Administration | \$3,644.00         | \$11,069.00        | \$14,713.00        |
| NR Nomination  | \$7,735.00         | \$6,000.00         | \$13,735.00        |
|                |                    |                    |                    |
| <b>TOTAL</b>   | <b>\$11,379.00</b> | <b>\$17,069.00</b> | <b>\$28,448.00</b> |

Remember the HPF require at least 60/40 match in the overall grant.

**More than 40% match is acceptable.**

# **SAMPLE PROPOSAL ADMINISTRATION PROJECT**

## **NARRATIVE**

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The Administrative Narrative needs to explain the coordinator's functions of the CLG and the administrative activities of the CLG. What does the coordinator do on a daily, weekly or monthly schedule? How many hours will they be working? Activities may include facilitating the meetings of the Historic Preservation Commission, serving as liaison between the City/County, the Historic Preservation Commission, and the State Historical Society of North Dakota, supervising any subcontractor hired for special projects, maintaining written records including fiscal reports of expenses and match, submitting required reports to the State Historical Society including reimbursement requests, match documentation, completion reports, and monthly reports.

## **PRODUCTS**

## **TIME LINE** (for submittal of products to the State)

Monthly reports .....Last day of each month  
Expense and match reports.....July 2006, November 2006 & March 2007  
Completion report.....February 15, 2007  
Historic Preservation meeting minutes.....Within 30 days after the meeting  
Agenda.....5 days before meeting

## **BUDGET**

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|                       | <b>MATCH</b>      | <b>HPF FUNDS</b>   | <b>TOTAL</b>       |
|-----------------------|-------------------|--------------------|--------------------|
| Coordinator's Salary  | \$0.00            | \$3,232.00         | \$3,232.00         |
| Benefits              | \$0.00            | \$7,677.00         | \$7,677.00         |
| Overhead              | \$760.00          | \$160.00           | \$920.00           |
| In-Kind Donated Labor | \$2,884.00        | \$0.00             | \$2,884.00         |
| <b>TOTAL</b>          | <b>\$3,644.00</b> | <b>\$11,069.00</b> | <b>\$14,713.00</b> |

## BUDGET NOTES EXPLAINING BUDGET LINE ITEMS

- **Each budget item needs to be explained. Justification for each line item needs to be provided. Did you base the estimate on past year spending? On anticipated needs?**
- Coordinator's Salary line item will need the following information: Name, Hourly rate, hours worked, and total amount.

Name, \$7.77 per hour x 8 hours per week x 52 weeks per year = \$3232.32

- Fringe Benefits such as leave, employee insurance, pensions, unemployment benefits need to be explained. What is the basis of the amount? What benefits are covered?

The Coordinator is included in the city's benefit plan (Could attach benefit plan city/county offers) The benefits include:

|                       |                                   |
|-----------------------|-----------------------------------|
| Medical Insurance:    | \$5760 per year                   |
| Retirement:           | \$323.23 per year (10% of salary) |
| Annual Leave:         | \$745 12 days per year            |
| Sick Leave:           | \$745 12 days per year            |
| Unemployment:         | \$80 per year                     |
| Employee Assistance:  | \$12 per year                     |
| Basic Life Insurance: | \$12 per year                     |

**TOTAL BENEFITS: \$7677.23**

- Overhead  
Overhead can cover any number of items such as phone, internet access, office supplies, copy/printing, postage, office rent, meeting space rent.

Remember to explain how amount is estimated.

|                        |                                              |
|------------------------|----------------------------------------------|
| Phone/Internet access: | \$360 per year                               |
| Office Supplies:       | \$100 per year                               |
| Copy/Printing:         | \$ 60 per year                               |
| Office Rent:           | \$                                           |
| Meeting Space Rent     | \$400 per year (8 meetings at \$25 per hour) |

**TOTAL \$920 per year**

- The in-kind donated labor budget line is an estimation of the time that will be donated by the preservation commission. Each commission member must have the following information: Name, Hourly rate, number of donated hours and total. Please provide a total for the Donated Labor.

|                  |                                                      |
|------------------|------------------------------------------------------|
| Historian        | \$15.60/hr x 2 hours/meeting x 8 meetings = \$249.60 |
| Archeologist     | \$24.98/hr x 2 hours/meeting x 8 meetings = \$399.68 |
| Lawyer           | \$26.43/hr x 2 hours/meeting x 8 meetings = \$422.88 |
| Community Member | \$7.89/hr x 2 hours/meeting x 8 meetings = \$126.24  |
| Community Member | \$8.00/hr x 2 hours /meeting x 8 meetings = \$128.00 |
| Community Member | \$7.03/hr x 2 hours/meeting x 8 meetings = \$112.48  |
| Community Member | \$5.82/hr x 2 hours/meeting x 8 meetings = \$93.12   |

**IN-KIND TOTAL**

**\$2884**



# **SAMPLE PROPOSAL NATIONAL REGISTER PROJECT**

If proposing a National Register Project please contact the State Historic Preservation Office for the National Register Bulletin: *How to Complete the National Register Registration Form*.

## **NARRATIVE**

The Narrative for a National Register Nomination needs to give a brief description of the property and reason for nominating the property. A Property Data Sheet is available from the State Architectural Historian to assess the property. Under what National Register criteria will this building be nominated?

Photographs of the property need be submitted with the application, please include all 4 sides of the building. District nomination, a map of the proposed district needs to be submitted.

Identify if the project will be done by a contractor, a member(s) of the CLG or an interested community member.

How does this project relate to the past present and future preservation work of the HPC?

Describe the role of the HPC in the Nomination Process. How will they be involved in review of the grant products? Does the HPC have a qualified professional member to review the nomination? For example, if the commission must review the nomination of a prehistoric archeological site and no commission member is a prehistoric archeologist, the commission is required to obtain the advice of an archeologist meeting the Secretary's Professional Qualifications Standards for purposes of reviewing the nomination.

## **PRODUCTS**

Scope of Work  
Chosen Proposal  
Contract  
Draft Nomination to Commission.  
Draft of Nomination to SHSND  
Present Nomination to Review Board

## **TIME LINE**

|                                                                                                                                                                                                                                                       |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Scope of Work.....                                                                                                                                                                                                                                    | March 1, 2006     |
| Submit to the State Historic Preservation Office (SHPO) for review.                                                                                                                                                                                   |                   |
| Chosen Proposal.....                                                                                                                                                                                                                                  | April 15, 2006    |
| Submit proposals to the SHPO for review                                                                                                                                                                                                               |                   |
| Contract.....                                                                                                                                                                                                                                         | May 1, 2006       |
| Contract should be reviewed by the SHPO                                                                                                                                                                                                               |                   |
| Draft Nomination to Commission.....                                                                                                                                                                                                                   | September 1, 2006 |
| Commission needs to review Nomination and make any recommendations of changes to the author.                                                                                                                                                          |                   |
| Draft of Nomination to SHSND.....                                                                                                                                                                                                                     | October 15, 2006  |
| The Society requires 30 days to review Nomination, make recommendations to the CLG for changes to the author. The nomination will not be presented to the National Register Review Board until it passes review by the State Architectural Historian. |                   |
| Present Nomination to Review Board.....                                                                                                                                                                                                               | January 2006      |

## **BUDGET**

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|                   | <b>MATCH</b>      | <b>HPF FUNDS</b>  | <b>TOTAL</b>       |
|-------------------|-------------------|-------------------|--------------------|
| Contractor        | \$4,000.00        | \$6,000.00        | \$10,000.00        |
| Consultant        | \$500.00          | \$0.00            | \$500.00           |
| HPC Donated Labor | \$3,485.00        | \$0.00            | \$3,485.00         |
|                   |                   |                   |                    |
| <b>TOTAL</b>      | <b>\$7,985.00</b> | <b>\$6,000.00</b> | <b>\$13,985.00</b> |

If proposing to hire a contractor to write the nomination, information must be provided as to how the contract amount was estimated. Is it based on past nominations of a similar scope? Was a contractor contacted for a quote?

Consultant - Do you need to hire a consultant to review Nomination? This depends on the type of property being nominated and whether your HPC has a professional Historian, Architect or Archeologist to review the nomination. If your HPC does not have the appropriate professional, one will need to be hired as a consultant.

If match is proposed please explain the match. Is it a cash match from the city or donated labor? Remember each projects does not need to be matched 60/40, just the overall grant.

# Sample Proposal

## Survey

If proposing a Survey Project please contact the State Historic Preservation Office for the National Register Bulletin: *Guideline For Local Surveys: A Basis For Preservation Planning*, the *NDCRS Site Form Training Manual*, and the ND Survey Report Requirements.

### **NARRATIVE**

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The Survey narrative should provide general scope of work for the survey.

- What is the purpose and goal of the survey?
- What is the historic context of the community/county?
- What kinds of resources should the survey seek?
- Buildings, sites, structures, objects or districts?
- What type of information will be gathered?
- If the purpose of the survey is a National Register district, information gathered will need to relate to the needs of a National Register Nomination.
- How large of an area will be surveyed?
- How many structures will be surveyed?
- A map detailing the proposed survey area is needed.
- How long will the survey take?
- What method of survey will be conducted (i.e., background research, field study, supervision of volunteer survey teams)?
- What kind of survey will be done? The Secretary of the Interior's *Standards and Guidelines for Identification* provide outlines of information that should be documented as a result of a reconnaissance level survey or a intensive level survey.
- How does this project relate to the past present and future preservation work?

A reconnaissance Survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey including the extent of the survey coverage;
4. The kinds of historic properties present in the survey area;
5. Specific properties that were identified, and the categories of information collected; and
6. Places examined that did not contain historic properties.

An intensive level survey should document:

1. The kinds of properties looked for;
2. The boundaries fo the area surveyed;
3. The method of survey, including an estimate of the extent of survey coverage;
4. A record of the precise location of all properties identified; and
5. Information on the appearance, significance, integrity, and boundaries of each property sufficient to permit an evaluation of its significance.

- What results are expected for the survey?
- How will the data be collected and stored?
- To what use will the survey data be used?

Describe the role of the HPC in the survey process. How will they be involved in review of the grant products? Does the HPC have a qualified professional member to review the survey products?

### **PRODUCTS**

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Scope of Work  
Chosen Proposal

Contract  
 Site Forms  
 Draft Survey to Commission.  
 Draft of Survey to State Historic Preservation Office  
 Final Survey Report

## **TIME LINE**

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Scope of Work/RFP.....March 15, 2006  
     Need to submit to the SHPO for review.  
 Chosen Proposal.....May 1, 2006  
 Contract Review/Awarded.....May15, 2004  
     Contract should be reviewed by the State Preservation Office  
 Site Forms for review.....August 1, 2006  
 Draft Survey to Commission.....December 1, 2006  
     Commission needs to review Nomination  
     and make any recommendations of changes  
     to the author.  
 Draft of Survey to Historic Preservation Office.....January 15, 2007  
 Final Survey Report.....February 1, 2005

## **BUDGET**

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|                                         | Match    | HPF Funds   | TOTAL       |
|-----------------------------------------|----------|-------------|-------------|
| <b>Consultant</b>                       |          |             |             |
| Personnel (time & fringe)               |          | \$8,000.00  | \$8,000.00  |
| Architectural Consultant Fee            |          | \$500.00    | \$500.00    |
| Travel                                  |          | \$1,550.00  | \$1,550.00  |
| Operating (supplies, copies, printing)  |          | \$1,600.00  | \$1,600.00  |
| Fixed Fee                               |          | \$2,750.00  | \$2,750.00  |
|                                         |          |             |             |
| <b>Historic Preservation Commission</b> |          |             |             |
| Coordinator                             | \$340.00 | \$500.00    | \$840.00    |
| Operating (postage, copies, etc)        |          | \$100.00    | \$100.00    |
| Mileage                                 | \$37.00  |             | \$37.00     |
|                                         |          |             |             |
| <b>TOTAL</b>                            | \$377.00 | \$15,000.00 | \$15,377.00 |

**HISTORIC PRESERVATION FUND GRANT APPLICATION FORM**

CLG NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF PROJECT: (Check all that apply)

Architectural/Historic Survey \_\_\_\_: Reconnaissance level \_\_\_\_ Intensive level \_\_\_\_

Archeological Survey \_\_\_\_: Reconnaissance level \_\_\_\_ Intensive level \_\_\_\_

National Register \_\_\_\_ Planning \_\_\_\_ Development \_\_\_\_ Acquisition \_\_\_\_

Other (describe) \_\_\_\_\_

PROJECT PERIOD (m/d/y): Beginning date \_\_\_\_\_ Completion date \_\_\_\_\_

Matching Share:

FEDERAL FUNDS REQUESTED: \$ \_\_\_\_\_ Donor\*: \_\_\_\_\_

MATCHING SHARE: \$ \_\_\_\_\_ Source\*\*: \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_ Kind: \_\_\_\_\_

I certify that I understand the terms and conditions relating to the use of HPF grant funds. I understand that I may not proceed with any project work for which reimbursement is expected until I receive written notification from the State Historical Society of North Dakota that the project has been approved. I also certify that the organization I represent has sufficient resources to satisfy the proposed matching share.

|                     |       |      |
|---------------------|-------|------|
| Applicant Signature | Title | Date |
|---------------------|-------|------|

Return Applications to: Grants & Contracts Officer  
 Historic Preservation Division  
 State Historical Society of North Dakota  
 North Dakota Heritage Center  
 612 East Boulevard Avenue  
 Bismarck, ND 58505-0830

\* Donor: who is giving the match to the Society (usually the subgrantee)

\*\* Source: from whom the Donor obtained the match

**ASSURANCES--NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

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1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176© of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

|                                             |                |
|---------------------------------------------|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE          |
| APPLICANT ORGANIZATION                      | DATE SUBMITTED |

**U.S. Department of the Interior  
Certifications Regarding Debarment, Suspension and  
Other Responsibility Matters, Drug-Free Workplace  
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

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**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions**

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CHECK ☐ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
    - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
    - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

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CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



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**PART C: Certification Regarding Drug-Free Workplace Requirements**

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CHECK  X  IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such probation;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about-
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drugfree workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f),

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check   if there are workplaces on file that are not identified here.

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**PART D Certification Regarding Drug-Free Workplace Requirements**

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CHECK   IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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**PART E: Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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CHECK \_\_\_ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK X IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

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TYPED NAME AND TITLE

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DATE

# Requirements for Planning Projects

## I. CONTEXT REQUIREMENTS

Historic contexts must be written in accordance with the guidelines presented in the appropriate National Register Bulletins. Projects must be performed in accordance with the federal definition of planning found in the National Register Bulletin "Guidelines for Local Surveys".

### A. OUTLINE

Outline of the historic overview will be required to be submitted for approval early in the project schedule. This outline must receive Society approval before any field work is begun or before the context is completed.

Unless otherwise stated in the individual project descriptions, any widely-accepted style manual may be used to write the document. The style used must be stated in the report. **Since the document becomes part of the Society's permanent manuscript collection, it should be a quality document: quality print; sharply-focused photographs, printed on archivally-stable paper, and bound.**

Unless otherwise stated in the individual project description, the grantee shall submit two copies of the completed context or other required documents in draft form for review by the Society. These materials must be edited prior to submission for grammar, punctuation, and clarity. The Society will have 30 days to review the draft context and submit to the grantee a written critique of the draft, including modifications required in the final document. Following receipt of the Society's comments, the grantee will have 30 calendar days to incorporate the comments and required modifications into a final document and submit a minimum of one original and nine copies, unless otherwise noted in the individual project descriptions, to the Society for final approval. These review periods will not be altered to accommodate late submissions.

### B. COMPUTER DISK

In addition to the bound copies, the approved report must also be submitted on a floppy disk or CD-ROM in an IBM compatible word processing program that may be opened in Word Perfect.

## II. TECHNICAL ASSISTANCE

Technical assistance will be provided by Society staff upon request. Grantees involved in completing contextual statements should work closely with Society preservation planning coordinators to insure acceptability of the context by the Society.

## III. OTHER REQUIRED REPORTS

Individual projects may require a project report and/or survey in addition to the context. If either is required, grantee must follow guidelines for reports and surveys found in the "Requirements for Survey Projects" section of this document.

## IV. ADDITIONAL PHOTOGRAPHY REQUIREMENTS

### A. PHOTO NEGATIVE STORAGE

At the conclusion of the project, the grantee must submit all project photographic negatives to Society. The negatives must be submitted to the Society in clear archivally-stable negative preservers organized sequentially by film roll number. They must be identified by roll and frame number, property name, and SITS number. All contractors are required to use the Photograph and Slide Identification Form. These negatives become the property of the State Historical Society of North Dakota.

## B. PHOTO DOCUMENTATION

If applicable to the individual projects, one photo must be submitted for every standing structure the contractor concludes is eligible for nomination to the National Register of Historic Places. These photos must be coded with the SITS number and a code number comprised of the grantee's I.D. (available from Society), the year in which the slide was taken, and the roll number. All photos must also be catalogued on the Photograph and Slide Identification Form. The photos must be submitted in clear archivally stable preservers and must be submitted with the final report. The photos become the property of the State Historical Society of North Dakota.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval.

# Requirements for Survey Projects

Cultural resources survey projects will identify and record architectural, historic archeological and/or prehistoric archeological properties at either a reconnaissance or an intensive level of documentation, depending upon project-specific recording requirements. In certain instances a project may include both a reconnaissance and an intensive survey phase. **Regardless of the level of documentation, all survey projects must record properties in accordance with the instructions provided in the Society's NDCRS Site Form Training Manual: 1989 edition.** A copy of the manual and survey forms are available upon request from the Society.

## I. PRELIMINARY RESEARCH & FILE SEARCH

Prior to field work, the contractor must perform a literature search for information related to the project and a NDCRS file search to identify sites in the proposed survey area that have been previously recorded. All site forms (which have been previously completed for property in the proposed survey area) must be examined for accuracy and updated during the survey. Evidence that these activities were completed prior to the survey must be included in the project final report.

## II. SITE FORM DATA REQUIRED

### A. RECONNAISSANCE LEVEL SURVEY

For reconnaissance level architectural/historic structures survey projects, grantees are required to record properties at least at the minimum level of documentation.

The minimum level of documentation includes:

1. Completion of pages 1 and 1a of the NDCRS architectural site form and a sketch map of the site or lot.
2. 3" X 5" sharp, black and white or color photographs taken from opposing corner views of each feature of the property. The photographs must be mounted on 8½" X 11" paper, labeled, and attached to the site form. Polaroid-type photos will not be accepted. Some digital photos may be acceptable; see additional requirements.
3. A copy of a USGS 7.5' quad map (or map section) attached to the appropriate site form with the site clearly marked on the map. Enlarged or reduced copies of the map or map section will not be accepted. Correctly sized maps are available online at [www.topozone.com](http://www.topozone.com).

Site form originals must be submitted. Copies are not acceptable. All sheets for each site form must be stapled together before submission and submitted in center-tabbed manilla file folders.

**Detailed instructions can be found in the NDCRS Site Form Training Manual: 1989 edition.**

### B. INTENSIVE LEVEL SURVEYS

Over and above the requirements of the reconnaissance level surveys, intensive level surveys require additional research, documentation, and photography. The additional requirements for intensive level surveys are specified in the individual project descriptions.

### C. URBAN SURVEYS

If the project involves an urban architectural/historic structures survey, the following procedure must be used in the submission and processing of site forms:

1. Completed site forms will be submitted to the Society on a periodic basis according to a negotiated submission schedule
2. Review of submitted site forms will be completed by the Society staff. (Contractors must submit revisions for all forms judged by Society staff to be either insufficient or inaccurate)
3. Upon assurance of the accuracy of the site forms, a block of SITS numbers will be assigned to the project by Society staff
4. The contractors will group the site forms in the categories listed below using the current city addresses and will assign the SITS numbers to sites in the following order:
  - a. Numbered Avenues (numerically by avenue number, alphabetically by direction, and numerically by street address).
  - b. Numbered Streets (numerically by street number, alphabetically by direction, and numerically by street address).
  - c. Named Avenues (alphabetically by avenue name, alphabetically by direction, and numerically by street address).
  - d. Named Streets (alphabetically by street name, alphabetically by direction, and numerically by street address).
  - e. Miscellaneous, i.e., Circle, Drive, Road, etc. (alphabetically by name and then direction and finally by street addresses).
5. Contractors will organize site forms that can not be categorized by the above method alphabetically by plat name and numerically by block and lot numbers.
6. Contractors will submit site forms in center-tabbed, letter-sized manilla file folders labeled with the SITS number. (The labels will be supplied by Society upon request.)
7. Contractors must indicate in the final report how addresses for the properties were determined. US Postal Service addresses should be used whenever possible.

#### D. OTHER SURVEYS

Site forms completed for all other projects will be submitted in accordance with the instructions presented in the Society's NDCRS Site Form Training Manual: 1989 Edition.

#### E. UPDATED SITE FORMS

If site forms exist for any site being surveyed, contractors must update the existing site form ensuring its accuracy. This requirement applies to all levels of surveys.

#### F. SITE FORM SUBMITTAL REQUIREMENTS

All completed site forms must be of sufficient technical quality to permit an expeditious review and assignments of SITES numbers. The Society will provide technical assistance in the preparation of site forms on request. Failure on the part of the CLG to complete acceptable quality site forms may be grounds for project suspension or termination.

### III. PROJECT REPORT REQUIREMENTS

#### A. CONTENTS

A report will be produced for each survey project.

Drafts must be edited prior to submission for content, grammar, punctuation, and clarity.

Because the Survey Report becomes part of the State Historical Society's permanent manuscript collection, it must be a high quality document: letter-quality printing, sharply focused photographs, permanently copies on archivally stable paper, and bound.

B. An architectural survey report will include, at a minimum, the following elements:

1. Completed Manuscript Data Form.

#### **TEXT**

2. Title page which includes author(s), title (beginning with keywords, not "A Cultural Resource Survey of . . ."), date, and the required grant acknowledgment/disclaimer statement;

3. Abstract

4. Introduction

5. Research design description and survey methodology

6. Project results including the

a. Total number of acres surveyed

b. Total number of properties surveyed

c. Total number of features surveyed

d. number of eligible properties

e. there is/are a potential district(s)

(1) Total number of contributing and noncontributing properties

f. An historical overview of the development of survey area

g. Discussion of trends and/or developments impacting the area

7. Preservation recommendations, including

a. Justification for potential district boundaries

b. Significance of potential districts

c. for further evaluation

d. Concise summary

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#### **LISTS**

8. Master list of SITS numbers, corresponding rural legal description or urban addresses, and the contractor's assessment of eligibility for National Register listing (individual, contributing, noncontributing, ineligible)

9. List of National Register eligible properties and historic districts using National Register Criteria. List by addresses with SITS numbers for cross-referencing

10. Sites in survey project boundaries not surveyed because they were less than 50 years old and/or possessed low or no integrity

11. Properties previously listed in the National Register and previously surveyed sites

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#### **MAPS**

12. Urban or small rural areas: 7.5' topographic map marked with survey project boundaries, any previous survey boundaries, and areas of further investigation and no further investigation

13. City plat, county highway, or similar map including all plotted sites indicated by SITS number, survey area boundaries, potential districts and a legend. Sites visited, but not surveyed must be marked with the reason for not surveying them color coding (or similar coding) must indicate a property's assessment of eligibility. Map may be oversized, folded, and stored in a pocket within the report

14. Bibliography of cited references
15. Appendices as necessary
16. Copy of completed Photograph & Slide Identification Sheets

Reports must be written in accordance with an accepted style, preferable Kate L. Turabian's A Manual for Writers. If another style is used it must be indicated in the report.

#### C. CONTEXTS

If an historic context is required, it must be written in accordance with the guidelines presented in the appropriate National Register Bulletins.

#### D. SUBMISSION REQUIREMENTS FOR SURVEY REPORTS

Two copies of the completed report in draft form for review by the Society. This draft must be edited prior to submission for grammar, punctuation, and clarity. The Society will have 30 calendar days to review the draft report and submit to the grantee a written critique, including a list of required modifications. Following receipt of the Society's comments, the grantee will have 30 calendar days to incorporate the comments and submit the original and nine copies (unless otherwise directed in the individual project description) of the final report. After all required material is submitted, Society has 30 calendar days to review all material and issue final project approval.

#### E. COMPUTER DISK

In addition to the bound copies, the approved report must also be submitted on a floppy disk or CD-ROM in an IBM compatible word processing program that may be opened in Word Perfect.

### IV. ADDITIONAL PHOTOGRAPHY REQUIREMENTS

#### A. PHOTO NEGATIVE STORAGE

At the conclusion of the project, the grantee must submit all project photographic negatives to Society. The negatives must be submitted to the Society in clear archivally stable negative preservers organized sequentially by film roll number. These sheets should hold 7 strips of 5 frame negatives and be punched for a 3-ring binder. (Similar to Print File Archival preservers. Style No. 35-78.) They must be identified by roll and frame number, property name, and SITS number. All contractors are required to use the Photograph and Slide Identification Form. These negatives become the property of the State Historical Society of North Dakota.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval.



# Requirements for National Register Projects

## I. NOMINATION REQUIREMENTS

### A. CONTENTS

All nominations must be written in accordance with the guidelines presented in the appropriate National Register Bulletins, primarily "How to Complete the National Register Registration Form" and "How to Apply the National Register Criteria for Evaluation".

Individual projects may require a project report and/or survey in addition to the nomination. If either is required, grantee must follow guidelines for reports and surveys found in the "Requirements for Survey Projects".

Unless otherwise stated in the individual project description, the grantee shall submit two copies of the draft nomination on National Register forms, (including supporting documentation on continuation sheets, topographical maps, and two sets of 8" X 10" black and white photos labeled in accordance with the National Register Bulletin "How to Complete the National Register Registration Form") for review by the Society. Slides of the nominated property may also be submitted. These materials must be edited prior to submission for grammar, punctuation, and clarity. The Society will have 30 days to review the draft nomination and submit to the grantee a written critique of the draft, including required modifications.

Following receipt of the Society's comments, the grantee will have 30 days to incorporate the comments, make the required modifications to the nomination and submit a minimum of two copies to the Society. The project photographic negatives must also be submitted at this time.

### B. BOARD PRESENTATION

The nominations will be scheduled for presentation at a State Review Board meeting on January 27, 2006. The contractors should attend the Historic Preservation Review Board meeting and present the nomination to the Board, using slides to illustrate the components of the nomination.

### C. COMPUTER DISK

In addition to the nomination submitted on required forms, the approved nomination must also be submitted on a floppy disk or CD-ROM in an IBM compatible word processing program that may be opened in Word Perfect.

### D. DEADLINES

Contractors are responsible for making all necessary revisions to the nomination until the nomination has been accepted by the Keeper of the National Register. Any revisions required by the Society, by the Historic Preservation Review Board or by the Keeper must be made within 30 days of notification. Recognizing that logistical constraints may impinge upon this schedule, the Society is willing to consider proposals that include alternate submittal dates. In cases when two or more applicants are competing for the same project and very similar proposals are submitted, Society will give preference to proposals that meet the desired completion deadlines.

Unless otherwise stated in the individual project description, completed nominations should be submitted

in draft form on or before September 15, 2005 All final products must be submitted by November 27, 2005.

## **II. TECHNICAL SUPPORT**

Grantees involved in completing the nomination should work closely with Society staff to insure acceptability of the nomination by Society. Technical assistance will be provided by Society staff upon request.

## **III. ADDITIONAL PHOTOGRAPHY REQUIREMENTS**

### **A. PHOTO NEGATIVE STORAGE**

At the conclusion of the project, the grantee must submit all project photographic negatives to Society. The negatives must be submitted to the Society in clear archivally-stable negative preservers organized sequentially by film roll number. They must be identified by roll and frame number, property name, and SITS number. All contractors are required to use the Photograph and Slide Identification Form included as Attachment E. These negatives become the property of the State Historical Society of North Dakota.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval.

All slides, photos, and negatives become the property of the Society.